

Employee Suggestion - [REDACTED]

No. 316

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A. Information about the Suggestor:

[REDACTED], GS-14, Intelligence Officer

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B. Summary of the Suggestion:

The suggestor proposed that CIA adopt a standard form for the transmission of suggestions.

C. Prior Method:

From the inception of the Agency Incentive Awards Program in 1948 to mid-March, 1953, suggestions were submitted by memorandum, letters, etc. with no uniformity in the presentation of suggestions.

D. Present Method:

In mid-March, 1953, a standard suggestion form was distributed for use throughout the Agency for the submission of suggestions.

E. Information for the Guidance of the Committee:

In the main, the format of the present suggestion form was developed in 1949 but for unknown reasons was not adopted at that time. Some two years later, [REDACTED] submitted his proposal for the use of a suggestion form. In a memorandum to [REDACTED] dated 2 October 1951 from the Efficiency Awards Committee [REDACTED] was given encouragement relative to his suggestion.

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The above memorandum goes on to state: "...the Advisor for Management has been considering the feasibility of preparing a standard suggestion form for CIA. As a result of your proposal, however, the Committee directed the Advisor for Management to prepare several sample suggestion forms for the Committee's consideration at its next meeting. Consequently, it was necessary to defer action on your recommendation until further study is made."

"I will inform you as soon as the Committee takes action on your recommendation . . ."

Although the suggestion form finally adopted was not the one proposed by [REDACTED], the fact that a standard suggestion form was adopted for use would appear to make the suggestor eligible for a token award. It is believed unfortunate that the memorandum of 2 October 1951, a part of which is quoted above, was prepared. However, since a commitment of sorts was made, the Committee may feel desire to approve a token award of \$25 in accordance with the suggested "Scale of Awards for Intangible Benefits."

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